

1-B.L.R.M.H.I
State Inst-Si Peter

BY-LAWS,

RULES AND REGULATIONS,

OF THE

Minnesota Hospital

FOR

INSANE.

Saint Paul:

PIONEER PRINTING COMPANY.

1867.

BY-LAWS.

CHAPTER I.

MEETINGS OF TRUSTEES AND ELECTION OF OFFICERS.

SECTION 1. The Board of Trustees shall hold its annual meeting at the Hospital on the first Wednesday of December, and quarterly meetings on the first Wednesday of March, June, and September of each year. Special meetings may be called as hereinafter provided.

SEC. 2. At their annual meeting in December of each year they shall elect one of their number President, one Secretary, and another Treasurer, who shall hold their offices for one year or until their successors are elected. All elections shall be by ballot, unless otherwise ordered.

SEC. 3. The President shall preside at all meetings of the Board, and perform all such executive duties as the Board may direct; Provided, however, that the Board may in the absence of the President elect one of their number President pro tem., who shall act in his absence and have the same power and authority as the President would have were he present.

SEC. 4. A majority of the Board of Trustees shall constitute a quorum for the transaction of business; but a less number may organize and adjourn to the next stated meeting.

SEC. 5. The Secretary shall keep a full and true record of all proceedings of the Board, and sign all contracts and orders made by them and give notice to each Trustee of the time and place of all special meetings of the Board.

SEC. 6. Upon the written application of two Trustees, the Secretary shall forthwith call a special meeting and

state as fully as practicable the business for which such meeting is called.

SEC. 7. The Treasurer, who shall be Treasurer of the building fund, shall, before entering upon the duties of the office, give bonds, to be approved by the Board, in such sum as they shall deem proper, conditioned for the safe keeping and proper disbursement of such funds. And he shall at the annual meeting of the Board make a full and correct statement of the receipts and expenditures of the preceding year and at any other time the Board may require.

SEC. 8. The Trustees shall make a thorough visitation of the Hospital at their quarterly meetings and at such other times as they may deem necessary, and a record shall be made of each visit in a book kept in the Hospital for that purpose.

CHAPTER II.

COMMITTEES.

SEC. 9. There shall be a standing committee on Building, consisting of three Trustees and the Superintendent; whose duty it shall be to see that the plans and orders of the Board of Trustees are fully carried out.

SEC. 10. There shall be a standing committee on Finance, consisting of two Trustees, to be appointed at the annual meeting as the Board may direct.

It shall be their duty to examine all accounts and reports touching the expenditure of money and make quarterly reports to the Board of Trustees of all matters referred to them.

CHAPTER III.

FINANCE.

SEC. 11. All money appropriated by the Legislature and

placed under the control of the Trustees for building, furnishing or for any other purpose, other than the current expenses of the Hospital, shall be drawn by an order of the Board of Trustees, signed by the President and Secretary, directing the payment of the sum specified to the Treasurer, or his order.

SEC. 12. The money appropriated by the Legislature for the current expenses of the Institution, shall be drawn from the State Treasury, as follows: At each quarterly meeting and at such other times as there may be a necessity for the same, the Steward under direction of the Superintendent, shall, after accounting for the disbursements already made, present an estimate, as much in detail as practicable, of the amount needed for expenditures, before the next quarterly meeting of the Board of Trustees; and they shall then make an order for the drawing of such sum, or so much thereof as they may deem necessary; which order shall be entered upon the records of the Board and may then be drawn from time to time from the State Treasury, as provided for in the law for the government of the Institution-

SEC. 13. The Steward, as Treasurer of the Hospital, shall pay no bills or orders unless endorsed by the Superintendent.

SEC. 14. The Steward, under the direction of the Superintendent, shall collect all sums due the Hospital, and, at each regular meeting of the Board, he shall make a report of the sums so received.

SEC. 15. At each regular meeting of the Board of Trustees, all disputed bills or accounts shall be referred to the Finance Committee; who shall report in writing as soon as practicable.

SEC. 16. All contracts for supplies for the Hospital shall be made by the Steward, under the direction of the Superintendent.

SEC. 17. All business transactions of the Hospital where money is to be disbursed, shall be in writing, either by writ-

ten contract or pass-book properly minuted at the time of the purchase.

SEC. 18. No account that shall exceed the sum of one dollar shall be paid unless accompanied by a bill of particulars, giving dates, items, and amounts. All accounts current against the Institution shall be called in quarterly, and shall be carefully compared with the written contract or pass-book, and if any material errors are discovered in any bill, it shall be returned to the holder for correction.

When bills are correct the Superintendent shall draw orders on the Treasurer of the Institution for their payment; and the bills properly receipted shall be numbered to correspond with the order, and filed in his office.

SEC. 19. Before making up the annual report of the Institution, the Superintendent shall cause each bill paid during the year to be entered in its proper order of date in the financial record. Such entry shall be made to exhibit the name of the person to whom such payment is made, its date and total amount; and the several items in such account shall be placed under appropriate heads, so as to show, in the summary of expenditures, the amount disbursed, for each class of the expenditures of the Institution.

CHAPTER IV.

RESIDENT OFFICERS OF THE HOSPITAL.

SEC. 20. The resident officers of the Hospital shall consist of a Superintendent, Steward, Matron, and such assistant Physicians as the Trustees may deem necessary; who shall reside in the Hospital and devote themselves entirely to its interests, and be subject to removal (except the Superintendent) at the pleasure of the Board of Trustees.

SEC. 21. No resident officer shall resign his or her office without first giving three months' notice in writing of such intent to the Secretary of the Board of Trustees.

Sec. 22. The salaries of the resident officers shall be paid quarterly.

CHAPTER V.

SUPERINTENDENT.

Sec. 23. The Superintendent shall be the chief executive officer of the Institution. He shall employ and exercise entire official control over all employees, attendants and assistants in its service. He shall prescribe their several duties, and see to their faithful performance. Under the direction of the Trustees, he shall institute such police regulations as the good order of the Hospital may require; and he shall be responsible to the Trustees for the care of all the buildings, grounds, stock, furniture, and fixtures appertaining thereto. He shall have the entire supervision of the patients, in their medical, moral, and physical treatment. He shall visit them in their wards as frequently as may be necessary to keep himself fully advised of their condition, and to note the progress of each case; and shall give such directions to the supervisors and attendants as may be essential to their proper treatment.

Sec. 24. At the annual meeting of the Board of Trustees in December of each year, he shall make a full report of the condition of the Hospital, and its transactions for the past year, with such observations, reflections and suggestions as he may deem important for the interest of the Institution, or of interest to the public generally, or the medical profession. And at each meeting of the Board he shall give such information as he may deem of importance.

Sec. 25. For good cause he may suspend any resident officer, but shall immediately give notice thereof to the Board of Trustees. He may at pleasure discharge any of the employees, attendants or assistants.

Sec. 26. He shall provide a seal for the Hospital with

the proper device thereon, which shall be under his control and used by him, whenever the seal of the Hospital is required.

CHAPTER VI.

ASSISTANT PHYSICIANS.

SEC. 27. The Board of Trustees may, whenever they deem it necessary, elect an Assistant Physician or Physicians, who shall be unmarried, and who shall hold their office during the pleasure of the Board of Trustees.

SEC. 28. The Assistant Physician shall prepare and superintend the administering of medicines. He shall visit the wards frequently, and carefully note the condition and progress of individual patients. He shall see that the directions of the Superintendent are faithfully executed, and shall promptly report any cases of neglect or abuse that may come under his cognizance. He shall assist in devising employment and recreation for the patients, and endeavor in every way to promote their comfort and recovery. He shall keep such record of the cases as the Superintendent may direct, and assist him in preparing statistics, conducting correspondence, and such other duties of his office as can be properly deputed. In absence of the Superintendent, the Assistant Physician who is senior by appointment shall exercise the duties of his office, unless the Trustees otherwise determine.

CHAPTER VII.

STEWARD.

SEC. 29. The Steward is *ex-officio* Treasurer of the Institution. He shall hold his office during the pleasure of the Board of Trustees.

Sac. 30. He shall execute a bond with sufficient sureties to be approved by the Board of Trustees, conditioned that he will faithfully discharge the duties of his office and pay over and account for all moneys that may come into his hands belonging to the Hospital; which bond shall be executed to the Hospital and filed in the office of the Secretary of the Board of Trustees.

Sac. 31. He shall keep clear, methodical and exact accounts of all receipts and expenditures of money. He shall, when required, exhibit all his accounts and books and recent vouchers to the Finance Committee, and shall furnish a quarterly abstract of the same to the Board of Trustees, or whenever requested to do so.

Sac. 32. He shall keep the accounts of all employees, attendants and assistants of the Hospital and settle with them monthly, but shall always retain one month's wages, and when bills are certified by him to be correct the Superintendent shall draw orders on the Treasurer for the payment of the same.

Sac. 33. The Steward shall open an account with the farm, and at the close of each year furnish the Superintendent a written statement of the various products, and an accurate account of the expenses incurred in its management.

Sac. 34. He shall procure the necessary account books for his department, which shall always remain in the Hospital, and shall be at all times open to the inspection of the Superintendent and Trustees.

Sac. 35. The Steward, under the direction of the Superintendent, shall purchase furniture, fuel, stores, implements, stock, and all other necessary articles for the farm and Hospital, and shall be responsible for the safe keeping and economical use of the same.

Sac. 36. Under the direction of the Superintendent, he shall attend to the business of the farm, stock, garden, grounds, fences and out-buildings, and see that they are always kept in good order.

SEC. 37. He shall constantly observe the conduct of persons employed in subordinate stations; see that in all respects they do their duty, and report immediately to the Superintendent any instance of negligence, misconduct or abuse, that he may observe or that may come to his knowledge.

SEC. 38. He shall assist in maintaining the police of the establishment; shall see to the opening and closing of the house, and see that the male attendants and assistants rise and commence business immediately after the ringing of the morning bell, and retire in proper season at night; that the bell be rung at proper times, the fires kindled and extinguished as directed; and that the warmth, cleanliness and ventilation of that part of the house occupied by the male patients be attended to.

SEC. 39. He shall go in search of elopers, and shall perform all other services required of him by the Superintendent, and at all times shall exert what influence he can to promote the comfort and recovery of the patients.

CHAPTER VIII.

MATRON.

SEC. 40. The Matron, under direction of the Superintendent, shall have charge of the domestic concerns of the Institution, and an oversight of the female attendants and domestics. She shall be particular in enforcing good order, discipline and faithful performance of duty in her department, and shall immediately reprove or report to the Superintendent any material departure from rule, or any thing censurable in moral deportment.

SEC. 41. The bedding, table-linen, napkins and drapery, furniture, carpets, table covers, and all similar property of the Hospital, as well as all clothing of the female patients, shall be under her care and supervision; and she shall see

but it is ample in quantity, and suitable in quality.

Sec. 42. She shall make daily inspection of the wards and rooms occupied by the female patients, and shall visit the male wards as frequently as will satisfy her of the good order of beds, table covers, towels, and such other furniture as it is her province to supply and superintend.

Sec. 43. The sick among the female patients shall be under her special care; and she shall also see that those in charge of the sick in the male wards are supplied with every thing needful for their comfort. In case of death, after receiving the Superintendent's directions, she shall see that the burial preparation is made with scrupulous care and decency.

Sec. 44. She shall spend as much time as is consistent with general oversight, in the wards of the female division of the Hospital, and she shall fully satisfy herself that every thing is being done by the attendants that can be to promote the comfort and recovery of patients.

Sec. 45. She shall hold her office during the pleasure of the Board of Trustees.

CHAPTER IX.

SUPERVISORS, WATCHMEN, &c.

Sec. 46. The Steward, under the direction of the Superintendent, shall employ supervisors, watchmen, housekeeper, seamstress, laundress, cook and such other employees as shall be necessary for the proper management of the Hospital.

Sec. 47. The *Supervisors* shall spend their whole time, not appropriated to other duties, in the immediate oversight of their respective wings. They shall continually visit the hospital halls and dormitories in their departments, and see that the *By-Laws* of the Institution and the directions of the *superintendent officers* are faithfully carried out by the attendants and all persons employed therein.

SEC. 48. They shall particularly attend to the maintenance of personal cleanliness among the patients, and to the neatness and good order of their apartments, clothes and bedding; and shall see that such of their clothing and bedding as may need cleansing and repairing are collected every morning and respectively sent to the laundry or sewing room.

SEC. 49. In passing through the halls or dormitories they shall observe whether the temperature and ventilation are such as are required; and if not, immediately inform the Superintendent or Assistant Physician.

SEC. 50. They shall be present at the admission and discharge of their respective class of patients; take charge of their clothing and other effects, especially every thing valuable, or that may be dangerous, about their persons; entering in a book kept for that purpose a list of the articles brought to the Hospital by or for them; see that they are marked and preserved, cleansed, repaired and distributed as required; and that all clothing and effects belonging to them are restored at the time of their discharge.

SEC. 51. They shall give particular attention to the sick, and shall see that they are properly cared for and kindly treated by the attendants; they shall administer the medicines prescribed for them, when requested so to do by the Superintendent or Assistant Physician, and they shall have charge of the preparation of the dead for burial.

SEC. 52. They shall endeavor to encourage the attendants in their efforts to attain a higher tone of duty in their relations with the patients and each other, and to cultivate in their dress, manners and personal habits a feeling of self-respect and politeness. They shall communicate freely with the Superintendent as to the fitness of attendants for special duties; they shall promptly report any unfaithfulness which they may observe, or any deficiencies in the food sent to his or her wing, or any defect in the washing. And in general they shall be responsible for the proper deport-

ment of attendants, to whom they shall be a guide and example.

Sec. 53. They shall note, in a book provided for that purpose, the absence of attendants in his or her department, and the length of time of such absence; the same to be preserved for the examination of the Superintendent and steward. And they shall know at all times who of the attendants, if any, are off duty.

Sec. 54. They shall also note, in a book provided for that purpose, any instance of neglect of duty or harsh treatment of patients, on the part of any of the attendants, which may come to their knowledge; all the wants of the Hospital, in his or her department, together with such facts and occurrences as they may deem in any degree important to the well-being of the Institution or the patients, and report the same daily, or as often as circumstances may require, to the Superintendent.

Sec. 55. The *Watchman* will commence his evening duties at such times as the Superintendent shall designate; at which time he will visit the office to receive instructions for the night.

While on duty he will be constantly awake, faithful, vigilant—will visit every part of the male apartments at least every hour during the night, making as little noise as possible, never conversing in a loud tone with any one, and opening and shutting all doors as quietly as he can.

He must be kind gentle and soothing in his manner to the patients, and take every means in his power to tranquilize those who are excited, and to allay the fears and apprehensions of the timid. He will pay particular attention to those who are suicidal. He will see that the patients are promptly supplied with water when it is called for, and will attend to all of their reasonable wants. He will notice any suspicious noise in the patients' rooms, endeavor to ascertain the cause, and if necessary, give notice to the attendants.

He will be particularly attentive to those who are sick,

and see that their medicine is given as directed by the physician.

He will enter, in a book provided for that purpose, any thing particular occurring during the night, the condition of the sick, the suicidal, and of those recently admitted, and will also report any irregularities, neglect of duty or violation of the rules which may come under his notice.

He will be particularly watchful against fire, and, in case of its occurrence, will report it immediately to the Superintendent, without giving general alarm.

He will ring the bell at the regular hour in the morning, and will perform such other service as may be required of him.

SEC. 56. The Watchwoman will have charge of the female apartments during the night, and will be guided by the same rules as those laid down for the Watchman.

CHAPTER X.

DUTIES OF ATTENDANTS.

SEC. 57. The *attendants* shall have the immediate and constant supervision of patients.

A few general facts and principles should be constantly kept in mind by all persons connected with the management of the insane, but more especially by their attendants, into whose never-ceasing care and keeping they are entrusted.

1st. Insanity is always connected in some manner with bodily infirmity.

2d. There is a full appreciation of all acts of kindness or cruelty, and in general a perfect recollection of them after restoration, and in after life.

3d. There is usually a loss of all sense of moral obligation, ability to distinguish between right and wrong, and hence they are held irresponsible for words or actions.

4th. There is usually a morbid or exalted sensitiveness in relation to what is due to them in attention and general deportment, and hence they are irritable and excitable, often taking offence at imagined neglect or improprieties of treatment.

5th. The frequent recurrence of excitement aggravates and perpetuates the disease, and hence should be avoided if possible.

6th. Delusions should never be alluded to by attendants, for the more the mind dwells upon hallucinations or delusions, the more permanently are they fixed; and the more they are driven from the mind by occupation with other thoughts and ideas, the sooner do they disappear altogether.

These few principles are the basis of the following rules and regulations for attendants.

SEC. 58. *Deportment to Patients.*—In all their intercourse with the patients they must treat them with respect and civility, address them in a mild and gentle tone of voice, avoid all violence and rudeness or undue familiarity, nicknames or disrespectful terms. All civil questions must be properly answered, and all reasonable requests promptly attended to. They must never speak to them of their delusions, nor to others in their hearing; never allow them to be laughed at or ridiculed or harshly spoken to on account of their delusions or peculiarities.

Deception is never to be used, no promises made that cannot be fulfilled.

They should never manifest fear of a patient, never show anger under any provocation, never scold, threaten or dictate authoritatively. When firmness and decision are required, they should be with mildness and kindness. Force will seldom be necessary, but when it is, let it be exercised with firmness and kindness, and accompanied with cheerful and explanatory words and a sympathizing manner. Under no circumstances will a kick, a blow, or similar violence be excused, except in the clearest case of self-defence.

SEC. 59. *Deportment Generally.*—Attendants are required to be neat and cleanly in their dress, courteous and respectful to the officers, to one another, and to all others; never to wear their hats within doors, or to go in their shirt sleeves; never to use profane or vulgar language; never to lounge upon the tables or other furniture, or upon the floor; never to be noisy or boisterous; to be always cheerful, but without unbecoming levity, and to be respectively manly and womanly in all things.

When abroad they are never to report the conduct, conversation, peculiarities, or even the names of patients; and never to speak disrespectfully of the Institution or its officers.

SEC. 60. *Of Rising, &c.*—They must rise punctually at the ringing of the morning bell, and take charge of their hall, open the bed room doors of the patients, give them a cheerful greeting, see that they are properly washed and dressed, combed, clothing and shoes all brushed and in good order. Immediately upon rising, all beds are to be opened and aired, foul ones removed, and when sufficiently aired they are to be made up, the bed rooms and halls swept and every thing put in the best order, and thus maintained during the day.

SEC. 61. *Of Meals.*—They are to see that all patients are prepared for breakfast at the prescribed hour, and duly ready for all other meals—all patients to partake at the table except when sick, when confined to their rooms, or when otherwise directed. The food is to be promptly served by the attendants whilst warm and in good order not only to those at the table, but to those in their rooms or lodges.

Those confined are to be served first. At table the preferences of patients, their likes and dislikes and peculiarities as to taste and desire are, as far as possible, to be attended to. Knives and forks or other dangerous weapons are never to be left in the possession of patients. After meals they are to be counted, and if any are missing promptly

measures are to be taken for their recovery. Immediately after each meal the dining room must be put in complete order for the next. Attendants must not linger at their own meals, nor in going to or from them.

Sec. 62. Of Cleanliness.—Every part of the halls, rooms and verandahs must be kept scrupulously neat and clean. *Nothing is clean enough that can be made cleaner.* All the floors must be scrubbed weekly and oftener when necessary and must be swept as often as required to keep them clean. Water closets are to be frequently inspected and kept clean. When unpleasant odors are observed, the cause must be removed instantly and the continuance thereof is evidence of neglect of duty. Clean sheets and pillow-cases are to be put on each bed, at least, once a week and oftener if required by being soiled.

Sec. 63. Of Medicines.—The Attendants must give all medicines as instructed by the Physicians. Patients are never to be forced to take medicines, food or baths, when persisting in refusal, except when directed in each case. But such refusals must be immediately reported to the supervisor, and by him to the officers. Medicines ordered before meals, are to be given from fifteen to thirty minutes before the hour. Any striking or unexpected effect of medicines must be promptly reported.

New cases of sickness must be reported immediately. Medicine cases must be kept locked.

Sec. 64. Of Bathing.—All patients must be bathed in tepid water once a week, unless otherwise ordered, and oftener when required for personal cleanliness. Cold baths and hip baths are to be used only under special directions.

Sec. 65. Of Clothing.—The Attendants must see that the patients change their clothes regularly, and reasonable requests as to changing oftener, and as to particular articles of dress are to be gratified. They must be kept tidy and neat, shoes tied, stockings gartered, clothing buttoned, hooked, pinned, tied, or otherwise fastened on all patients

at all hours. They must be constantly kept from careless or slovenly habits. This is important in maintaining self-respect.

When patients wet or soil their clothes, they are to be changed immediately and as often as necessary to keep them dry and comfortable, if it be hourly.

The clothing of new patients must be inspected immediately, marked, and the list recorded by the Supervisor. Clothing and all articles needed for patients, or for the halls, are to be called for daily until furnished.

SEC. 66. *Of Walking.*—All patients not too feeble or violent, should be taken out into the grounds and open air daily when practicable and in suitable weather. At suitable hours they should be taken out by the attendants in small parties, and when practicable, two and more in company from separate halls each attendant having an eye to his own patients for whom he is responsible. They must be kept together in walking, and all immodest actions or remarks are to be guarded against and a proper deportment maintained in all things. They must not enter any house, store, or other building without permission. Attention must be given to previous elopements; delivery or reception of letters or other articles, buying or soliciting anything prohibited.

Patients should never be taken out of the halls or off from the Asylum grounds unless directed by some officer. The privileges of the house and grounds can be given to certain patients only by the Superintendent.

SEC. 67. *Out Door Work.*—For the benefit of patients they will be permitted and encouraged to engage in outdoor work under the care of attendants or other subordinates. None will be taken from the halls for this purpose except by direction of the Physicians. They must not be permitted to overwork themselves, nor be made to work against their wills, nor be asked to do that which they may feel to be degrading. The attendants must work with the patients and be careful not to appear to be ordering or

superintending, but must direct by example, assistance, &c. Any disposition to escape must be at once reported to the officers. The person into whose charge patients are delivered, is responsible for their safe return to the halls.

SEC. 68. *Amusements and Employments.*—Patients should be as constantly as possible engaged in some pleasant kind of employment or amusement and every effort should be made to induce them to do so. The attendants should constantly devise ways and means to this end. They are also at all times to exert an influence over the patients; to be occupied as far as able in any manner useful to themselves, their fellow patients, or the Institution which is so munificent in its aid to them. In the female wings the Attendants must keep in order and repair the patients' clothing, take charge of any work sent in, and encourage the patients to give such aid as will be useful.

SEC. 69. *Restraint.*—The use of restraining apparatus is productive of so much evil that none will be permitted except by express permission of the Superintendent, or Attending Physician. Seclusion to a private room or the personal care of Attendants will always answer until further directions can be procured. Whenever a patient becomes so noisy or violent as to demand seclusion ample aid should be procured, and if force be required, it should be used in a firm and decided, but mild and gentle manner without either the reality or appearance of anger, and the reason for so doing should be pleasantly and kindly given, and the act immediately reported to the Superintendent.

SEC. 70. *Retiring.*—Patients should be discouraged from retiring at night until the hour for locking up, which shall be fixed by the Superintendent, from time to time according to the season of the year. At the hour fixed for retiring the attendants must see that the patients undress, leave their clothing in the hall and retire, lock their doors, and extinguish the lights in all parts occupied by patients; and then retire to their own rooms where they may keep a light up to a time fixed for their retiring.

SEC. 71. *Suicides*.—Persons known to be suicidal must be kept in every way under the closest surveillance, yet to be treated with great kindness and sympathy, cheered and enlivened, and the subject never alluded to. Knives, razors, sharp pointed scissors, or other instruments should not be allowed to any patients in the halls or elsewhere. Clothing, rooms, and beds must be often searched for such articles.

CHAPTER XI.

GENERAL RULES.

SEC. 72. The whole time of Attendants should be devoted to the Institution. Any other application of their time can only be made by permission. They are to perform cheerfully all duties assigned them.

They are never to work for themselves during duty hours except to make repairs of moderate extent; nor can they employ or permit patients to work for them under any circumstances with or without compensation; nor can they buy of patients or sell them any thing whatever; nor can they receive gratuities or presents from patients or their friends. Attendants are not to visit other halls except on proper errands during hours of duty. They are never to leave their hall unattended, or without a substitute.

They must never retire to their rooms for reading, writing, sewing or napping during duty hours. They must never take friends or others into their wards without permission—this rule includes domestics, seamstresses and all persons not allowed hall keys. They must avoid running to the office by giving notice and making requests to the Physician when in the halls. They must not lend nor lose their keys.

No Attendant or other person shall visit the halls, kitchen

laundry, wash-house, bakery, or other department during the hours, without permission of the officers, or on lawful business.

Art. 73. All employees must obtain leave of absence of the Superintendent, or in his absence, of the next in authority.

Art. 74. Attendants must always endeavor to inspire patients with respect and confidence in the Officers, and convince them of the true character of the Institution and its leading object.

Art. 75. All persons employed must expect an unceasing observation of the manner of performing their duties and must receive suggestions and corrections kindly and with deference. They must give thirty days' notice of their intention to leave the Institution.

Art. 76. All letters or other writing, parcels or packages to or from the patients, must be shown to the Superintendent, without previous examination. Attendants and all others must never retain any writing of patients. All money found on patients and all sums left or sent for their special benefit, are to be kept and disbursed by the Steward under direction of the Superintendent.

Art. 77. All damages done by patients to clothing, furniture, glass or any thing of value, must be noted in a book, kept for that purpose by the Attendants and exhibited as often as required.

Art. 78. No conversation shall be held with patients through the windows by any person whatever.

Art. 79. No male person, whatever, except Officers, shall visit or enter the apartments for females, whether in the male or any other apartment, except by special permission.

Art. 80. Strangers and others may visit such parts of the Institution as it is deemed expedient by the Superintendent, on any day except Sunday, (on which day visitors

shall not be admitted,) between the hours of 2 and 4 o'clock P. M.; and special care is to be taken that no amount of visiting is allowed in the wards, which will prove injurious to patients. Visits of friends to persons engaged in the Asylum, must be made in the parlor and must be brief.

Sec. 81. These By-laws can be amended or repealed at any regular meeting of the Board by a vote of a majority of the Trustees; notice thereof having been given at a previous meeting.